

PRINTING INSTRUCTIONS

To print a pdf file in landscape...

1. Open the document you want to print in Adobe Acrobat.
2. Click the printer icon.
3. The **Print** dialog box appears.
4. Click the **Properties** button.
5. Click on the **Page Layout** tab or the **Layout** tab.
6. Select the **Landscape** orientation.
7. Click **OK** and then print the document.

If you have problems printing an individual PDF file, do the following.

1. Open the document you want to print in Adobe Acrobat.
2. Click the printer icon.
3. The **Print** dialog box appears.
4. Click the **Advanced** button.
5. Check the **Print As Image** box.
6. Click **OK**

To print legal size documents...

1. Open the document you want to print in Adobe Acrobat.
2. Click the printer icon.
3. The **Print** dialog box appears.
4. Select **Choose Paper Source by PDF page size**.
5. Click **OK** and the legal size document should print.